



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

SHERIFF'S PROPERTY INVESTIGATOR

Class No. 005785

■ CLASSIFICATION PURPOSE

To safeguard and preserve the real and personal property of alleged mentally ill patients taken into custody; to conduct field investigations; to locate responsible relatives, guardian or conservators of these patients; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

Sheriff's Property Investigator is found only in the Sheriff's Department. This class is distinguished from the next higher class, Sheriff's Property and Evidence Manager, in that the latter is responsible for the safeguarding of all property in the Sheriff's custody and supervising a staff of investigators and clerks. Sheriff's Property Investigator is distinguished from the Deputy Public Administrator Guardian I and II in that the latter classes perform field and office investigations of decedents and conservatees referred or appointed by the courts or, as required by law, to the Public Administrator/Public Guardian. In contrast, Sheriff's Property Investigator is responsible for investigations of alleged mentally ill patients.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Interviews patients in County and community mental health hospitals to obtain essential biographical information.
2. Conducts field investigations to locate responsible relatives, guardians, or conservators of alleged mentally ill patients.
3. Receives admittance requests and court orders to locate, inventory, preserve and safeguard the personal and real properties of alleged mentally ill persons taken into custody by the Sheriff.
4. Confiscates firearms and impounds vehicles.
5. Arranges for the care of patient's animals.
6. Prepares reports to court on personal and real property items.
7. Obtains required signatures of responsible relatives, guardians, or conservators required for property relocation, storage or other disposition.
8. Attends psychiatric court hearings.
9. Maintains liaison with various agencies responsible for the safety of the patient and their property.
10. Types forms and routine monthly and quarterly reports.
11. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Methods and techniques of interviewing and investigation.
- Inventory practices and procedures.
- Practice and application of the various Welfare and Institution Codes of California (but not limited to 5156, 5210).
- Basic principles of human behavior.
- County customer service objectives and strategies.

Skills and Abilities to:

- Gather, assemble, and evaluate information and evidence following established procedures.
- Effectively obtain information through the use of interview and investigation.
- Communicate effectively orally and in writing.
- Establish and maintain effective working relationships with the alleged mentally ill patients, the public, and members of other agencies or departments.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

1. Eighteen (18) months of progressively responsible experience performing field investigation to locate relatives, guardians or conservators of allegedly mentally ill patients; OR
2. An Associates Degree, or equivalent course work, in a behavioral or social science, criminal justice or a related area, AND twelve (12) months of progressively responsible experience of performing field investigation to locate relatives, guardians or conservators of allegedly mentally ill patients.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

An ORIGINAL unaltered typing certificate (no photocopies) for at least 25 net WPM with a maximum of 5 errors must be submitted with the application and will be required before candidates will be scheduled to take the written test. The typing test must be for at least 5 minutes with 2 gross words penalty for each error, and the certificate must be no more than 2 years old. The certificate must state the gross words per minute attained and the number of errors.

Working Conditions

Office environment; exposure to computer screens; may be required to enter into hospitals, psychiatric facilities, courtrooms, and residence to conduct interviews and gather information. May come into contact with mentally ill persons, uncooperative persons, or animals.

Background Investigation

Must have a reputation for honesty and trustworthiness. Felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a thorough background investigation that may include a psychological, polygraph or other examination or test.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of twelve (12) months (Civil Service Rule 4.2.5).

New: September 19, 1968
Revised: July 8, 1991
Reviewed: Spring 2004
Revised: March 31, 2006